

Job Description

Sales & Marketing Administrator



Division: Sales & Marketing

Team: Sales

Responsible to:

Last Updated: 05 December 2017

Primary Function:

To provide administration support to the Sales & Marketing team.

Key Responsibilities:

- Attend daily operational morning meetings and feedback to the team any updates on events or changes required for planned show rounds.
- Distribution of templates for weekly meetings that colleagues need to contribute to
- Check Team diaries for upcoming meetings; subsequently book rooms and catering as required.
- Check all internal bookings and sales site visits do not clash with our events. Find solutions to any conflict with these with the wider team and then process.
- Weekly HR time sheets for the whole team; clearance with Team Lead of any leave time accrued; once approved, adding this where required
- Preparation and collation of information for weekly Association and Corporate Team meeting
- Typing of Minutes and distribution of Minutes following each Team meeting.
- Monthly Reports as requested
- Administration associated with complimentary tickets for Venue150 operations during the Festival and other administrative tasks as designated during the Edinburgh Festival
- Creation of files for events that have been contracted to be passed to operational teams
- Create guest lists for events and coordinate replies and any client requirements for these
- Administration associated with keeping clean data and inputting of research findings to CRM
- Additional admin tasks as required by team.
- Act as first point of contact for clients and colleagues
- Prepare of presentations and assist in the organisation of business trips and events.
- Be responsible for the day-to-day operational aspects of work such as diary management, email prioritisation, travel arrangements, purchasing and invoice

payments. Other tasks will include communication with internal colleagues and external bodies.

Personal Attributes:

The incumbent will ideally possess the following personal attributes;

- Attention to detail and high organisational skills.
- Strong administration skills.
- Ability to prioritise workloads and adapt to changing demands.
- Strong communication skills, both written and verbal, and ability to work with a wide range of professionals.

Key Selection Criteria:

- Excellent oral and written communication skills
- Excellent time management skills with the ability to meet business deadlines
- Ability to multi-task and work on several projects at the same time
- Strong and proactive team player who is willing to be flexible with their time to meet the needs of the business and our clients
- Good organisational and strong administrative skills
- Essential experience and knowledge of using Advanced MS Office

Acknowledgement:

This Job Description may be subject to periodic review, and Team Members will be expected to take on such variations as are consistent with the level of responsibility and function of the role.